



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

RECREATION THERAPY SUPERVISOR

Class No. 004408

■ CLASSIFICATION PURPOSE

To plan and coordinate therapeutic recreation services; to lead activities; to supervise Recreational Therapists and Recreation Therapy Aides; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is found only in the Health & Human Services Agency (HHS) at Edgemoor and San Diego County Psychiatric Hospital. The Recreation Therapy Supervisor class is distinguished from Recreation Therapist in that the former is a first line supervisor. Under general direction, incumbents have primary responsibility for administering the therapeutic recreation program.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Develops, organizes, directs, and coordinates the work of the recreation therapy staff and volunteers.
2. Reviews and evaluates subordinates' plans for recreational programming and leads activities.
3. Conducts in-service training for recreation staff and other health professionals.
4. Compiles statistics, and analyzes departmental data.
5. Ensures that departmental documentation is current and relevant.
6. Prepares reports and correspondence.
7. Determines equipment and facility needs.
8. Orders equipment and supplies.
9. Works closely with other professionals in providing patient care.
10. Selects, trains, and evaluates professional and paraprofessional staff.
11. Conducts performance evaluations.
12. Assesses, plans, implements and evaluates recreational therapy activities as appropriate.
13. Develops and maintains community resources for recreational therapy activities.
14. Develops and participates in interdisciplinary therapeutic programs.
15. Manages assigned budget.
16. Participates in mandated training.
17. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of recreation therapy.
- Therapeutic recreational and athletic activities.
- Group dynamics and individual behavior in a mental health, geriatric, rehabilitation and/or detention setting.
- Principles and practices of supervision and training.
- Budget preparation and personnel administration.
- Telephone, office, and online etiquette.
- Body mechanics in transferring, transporting and lifting patients and equipment
- County customer service objectives and strategies.
- The General Management System in principle and practice.

Skills and Abilities to:

- Communicate effectively orally and in writing with a variety of individuals representing diverse cultures and backgrounds when instructing, counseling and leading activities.
- Work with clients, residents, and patients who have difficulty in controlling their behavior.
- Exercise leadership in working with groups of clients, residents, and patients.
- Establish interpersonal relations by encouraging client or patient participation in activities.
- Deal with clients or patients with emotional and behavioral problems.
- Drive a van or bus.
- Supervise and train subordinate personnel.
- Provide prompt, efficient and responsive service.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

A bachelor's degree in Recreation with specialization in Recreation Therapy, AND at least five (5) years of professional recreational therapy experience in a hospital setting.

Supervisory experience is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds. Note: Positions assigned at the San Diego Psychiatric Hospital may perform occasional lifting and carrying of objects weighing up to 40 lbs. with assistance.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

A class B driver's license, to be verified by appointing authority, is required within six months of appointment.

Certification/Registration

Certification as a registered recreation professional with specialization in therapeutic recreation by the California Board of Recreation and Park Certification (CBPRC) or the National Council for Therapeutic Recreation Certification (NCTRC) per California Administrative Code, Title 22, Section 71053 (17).

Working Conditions

Incumbents may work rotating shifts, weekends and holidays. Incumbents are exposed to clients, inmates, residents, and/or patients who may become abusive, combative or may have a contagious disease. Deputy Sheriffs provide security in the County Jail. Incumbents push wheelchairs up and down ramps and on uneven surfaces.

Note: In addition to the above, incumbents assigned at the San Diego Psychiatric Hospital may drive cars or vans, work outdoor in grassy recreation area, and may be exposed to extreme temperature, humidity, or wetness during outdoor recreation activities.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: December 6, 1978

Revised: August 20, 2002

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Recreation Therapy Supervisor (004408)

Union Code: MM

Variable Entry: Y